

CONTRACT TERM: March 1, 2002 through February 28, 2003.

SPECIFICATIONS

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 80.5 kilometer (50-mile) radius of Norfolk, VA.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

SCOPE: These specifications cover the production of books and pamphlets requiring such operations as duplicating/coping, color coping, drilling, stitching, shrink film wrapping, packing and delivery.

TITLE: Quick Turn-Around Reproductions.

FREQUENCY OF ORDERS: Approximately 25 orders per year. Majority of orders will be for black only, approximately 6 orders per year will have from 1 to 50 pages (average of 10 pages per order) that will require color copying.

QUANTITY: Approximately 10 to 5,000 copies per order. Approximately 5 orders per year will be for 2 to 8 pages with the quantity between 1,000 to 5,000 copies. The majority of orders will be less than 600 copies with the page count ranging between 30 to 900 pages (with an average of 250 pages and average 200 copies per order).

NUMBER OF PAGES: Approximately 2 to 900 pages per order. (See "Quantity" above.)

TRIM SIZES: 216 x 279 mm (8½ x 11"). Approximately 3 orders 279 x 432mm (11 x 17") folds to 216 x 279mm (8½ x 11").

GOVERNMENT TO FURNISH: Camera copy consisting of type and line art.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

STOCK: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

All text stock used in each copy must be of a uniform shade.

Black Image: White Offset Book, grammage 75 g/m² (basis weight: 50 lbs. per 500 sheets, 25 x 38"), equal to JCP Code 60, or at contractor's option, White Writing, grammage 75 g/m² (basis weight: 20 lbs. per 500 sheets, 17 x 22"), equal to JCP Code D10.

Color Copying: White Offset Book, grammage 90 g/m² (basis weight: 60 lbs. per 500 sheets, 25 x 38"), equal to JCP Code 60, or at contractor's option, White Writing, grammage 90 g/m² (basis weight: 24 lbs. per 500 sheets, 17 x 22"), equal to JCP Code D10.

PRINTING/DUPLICATING/COPYING: Print face only, head to head, or head to side in black ink or color coping as specified.

INK REQUIREMENTS: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is expected when slow drying time significantly increases production costs.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV.
- (b) Finishing (item related) Attributes -- Level IV.
- (c) Color Coping (color match) – Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy
P-9. Solid and Screen Tint Color Match	Gov't Furnished Sample
P-10. Process Color Match	Gov't Furnished Original

BINDING: Wire stitch in upper left corner and trim four sides, or side –wire stitch in two places and trim four sides. Drill 3 holes when specified. Fold 432 x 279mm (17 x 11") to 216 x 279mm (8½ x 11") when specified.

Individual Wrapping: Wrap each book as indicated on individual print order with Shrink Wrap, 150 gauge polyolefin film. Books must be wrapped suitable to insure safe arrival by mail if mailed out individually.

NOTE: Shrink film wrap 120 to 150 gage polyolefin film, Clysar or Clysar LLP manufactured by Dupont Co. or Croyofac manufactured by WR Grace Co.

PACKING: Shipping containers shall have a minimum bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 N per m width (44 pounds per inch width).

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sub-lots in accordance with the chart below. A random copy must be selected from each sub-lot. Do not choose copies from the same general area in each sub-lot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>		<u>Forms</u>	
Quantity <u>Ordered</u>	Number of <u>Sub-lots</u>	Quantity <u>Ordered</u>	Number of <u>Sub-lots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the Department of Commerce address on the Print Order.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 9-88)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)), and ANSI Standard, Sampling Procedures and Tables for Inspection by Attributes, ANSI/ASQC Z1.4. Standards referenced in the contract are those that are current at the time of the contract solicitation.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "print order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from March 1, 2002 through February 28, 2003. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

DISTRIBUTION: Deliver f.o.b. destination to U.S. Department of Commerce/NOAA/EASC, 101 West Main Street, 200 World Trade Center, Norfolk, VA 23510. Shipment to any other destinations will be f.o.b. contractors city reimbursable motor freight, UPS or overnight carrier, whichever is the most economical or as requested by the ordering agency.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies, must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from and delivered to the U.S. Department of Commerce/NOAA/EASC, 101 West Main Street, 200 World Trade Center, Norfolk, VA 23510.

No definite schedule can be predetermined. The contractor will be notified when print order and furnished material will be available for pickup.

Approximately 40% of the orders will require complete production and delivery to be made within 1 to 2 workdays; 40 % of the orders will require complete production and delivery to be made within 3 to 50 workdays after notification of the availability of print order and furnished material. Approximately 5 to 7 orders (20%) will require pickup and delivery within the same day. Notification of same day delivery will be before 10:00 AM.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401.

DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

The following item designations correspond to those listed in the "Schedule of Prices".

I.	(1)	(2)
(a)	6,190	12,380
(b)	60	120

TO SUBMIT OFFER, THE CONTRACTOR IS REQUIRED TO COMPLETE PAGES 5 & 6 IN ITS ENTIRETY AND FAX NLT: 11 AM, FEBRUARY 12, 2002, FAX NO. (757) 873-2805, ATTN: ROBERT MANN

SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

Fractional parts of 100 will be prorated at the per 100 rate.

I. COMPLETE PRODUCT Prices offered shall include the cost of all required materials and operations necessary for the complete productions and distribution of the product listed in accordance with these specifications.

	<u>Make-ready and/or Setup</u> (1)	<u>Running Per 100 copies</u> (2)
(a) Per page-one color	\$ _____	\$ _____
(b) Per page – Color Copping	\$ _____	\$ _____

The contractor is cautioned that he/she shall not perform any operation or produce any product for which he/she has not quoted a price under the "Schedule of Prices".

Initials

My production facilities are located within the assumed area of production yes _____ no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant .. _____
2. Proposed carrier(s) for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product _____
 - b. Number of hours from pickup of completed product to delivery at destination _____

BIDDERS NAME AND SIGNATURE:

Bidder _____
(Company Name)

(Street) (City - State) (Zip Code)

(Contractor: State/Code) (Discount – Percentage/Days)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted – type or print) (Telephone Number) (Fax Number)

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